

STILLWATER COUNTY

POSITION DESCRIPTION

OCTOBER 2007

POSITION: Equipment Operator

DEPARTMENT: Road and Bridge

ACCOUNTABLE TO: Road and Bridge Superintendent, Road/Bridge/Shop Supervisors

SUMMARY OF WORK: This position is responsible for the maintenance of departmental equipment and vehicles; drives all types of trucks; operates equipment; responds to emergencies; provides direction to others when so ordered; and uses hand tools to provide maintenance of county roads, bridges, and other facilities.

JOB CHARACTERISTICS:

Nature of Work: This position performs operational and maintenance duties which require attention to detail, accuracy, and timeliness. Position must adhere to safety techniques and procedures at all times. Work is performed outdoors during all times of weather and road conditions as well as being on-call for emergencies. Position must be able to work during weekends, holidays, and evening hours. Position performs physical labor to accomplish tasks and assigned duties. Public relations skills as well as written and verbal communication skills are needed in order to perform the job. Hazards involve moving machinery parts and passing vehicles in the work zone.

Personal Contacts: Daily contact with the general public, departmental employees, supervisors, and other agencies through face to face, telephone, meetings, and/or radio.

Supervision Received: Receives general supervision from the Road and Bridge Superintendent through face to face, telephone, and radio. Receives specific direction from the Road and Bridge Superintendent, Road/Bridge/Shop Supervisors, and/or Lead Operator through face to face, meetings, and/or radio.

Supervision Exercised: None.

Essential Functions: This position must be able to: communicate orally and in writing, read written material, follow written and verbal instructions, display good judgement in making work and/or related job decisions, perform assigned duties in a timely manner, maintain accurate records and logs, prepare reports, deal tactfully with the public, adhere to safety techniques and procedures at all times. Position must be able to perform physical labor, sit and stand, walk and drive, hear and smell, lift and carry heavy objects, push and

pull heavy objects, climb ladders, walk stringers, reach with arms and hands, use visual sight including near and far acuity, and use manual dexterity.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Operates heavy equipment including motor graders, loaders, backhoes, dozers, rollers, scrapers, excavators, and other heavy equipment to maintain county roads.
- Repairs and maintains the public roads and bridges to insure public safety.
- Drives heavy and light trucks to haul equipment or material from place to place.
- Performs installation, maintenance, and repair on asphalt and gravel roads, bridges, road signs, drainage structures, culverts, and other county facilities.
- Plows and sands county roads during and after snow storms.
- Responds to and helps mitigate effects of emergencies such as wildland fire, flood, or other emergency situations.
- Performs mechanical repairs and services as well as manual labor such as hand patch, guardrails, recondition, and/or maintenance of bridges.
- Works with limited, or without supervision.
- Performs other related duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires a thorough knowledge of: operating and maintaining trucks and heavy equipment, weights and measures, heavy equipment operation, basic mechanical and repair techniques, and the overall knowledge of road and bridge maintenance.

Skills: This position requires considerable skill in the operation of: heavy and light trucks, hand tools, motor graders, loaders, backhoes, dozers, and other heavy equipment to maintain county roads and bridges. Skills in verbal and written communication are needed.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; take direction from others and work well with others; work safely and adhere to safety techniques and procedures at all times; supervise others when directed to do so; understand and apply policies and procedures; deal with stress and emergency situations; deal tactfully and professionally with the general public; adhere to strict standards of confidentiality; establish effective working relationships with fellow

employees, supervisor, other county employees and departments, various state and federal agencies, and the general public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma or GED equivalent. Some mechanical skills as well as verbal and written communication skills are needed.
- Must possess and maintain a valid Montana Commercial Driver's License (CDL), Type I, Class A, with tank and airbrake endorsement.
- Must possess and/or be able to obtain a Road Grader Certification.
- Must complete a basic wildland fire training class.
- Desired applicant will have 5 years experience as a heavy equipment operator and/or truck driver with a good safety record.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality and attendance.
- Works well with limited or no supervision.
- Performs assigned tasks in a timely manner with emphasis on quality work.
- Works well with others and the general public.
- Is able to deal appropriately with stress and handle emergency situations.
- Is able to work on multiple operations at once.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.

- Deals tactfully and courteously with the public and other employees.
- Works productively with those directed to work under his supervision.
- Adheres to safety techniques and procedures at all times when dealing with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisor, other county employees and departments, various state and federal agencies, and the general public.